

Upper Rissington Parish Council

Notice of Parish Council Meeting

8th June 2022

I hereby give notice that the Annual Meeting of the Parish Council will be held in Upper Rissington Village Hall, Wellington Road on Monday **13th June 2022, 7:00pm.**

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

All **Residents of the Parish** and **Press** are welcome to attend.

Vanessa Oliveri

Clerk to Upper Rissington Parish Council

AGENDA

128/22 **To Receive Apologies for Absence**

129/22 **To Receive Declarations of Interest and Applications for Dispensation**

130/22 **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes in total and three minutes per person.*

131/22 To receive the County Councillor's report

132/22 To receive the District Councillor's report

133/22 To receive a report from the police.

134/22 **Minutes:** To approve the Minutes of the Parish Council Meeting held on 16th May 2022 and authorise the Chairman to sign the same.

135/22 **Clerk's Report:** To report on outstanding actions from previous meetings not covered elsewhere on the agenda.

136/22 **Planning:**

- a. To note new planning decisions issued by Cotswold District Council;
- b. To consider the council's response to the following planning applications:

Application Details
1. 22/01698/TPO Beech in front garden - remove completely due to large crack on front trunk, bracing has been unsuccessful and the crack is getting worse, buildings and footpath is under the canopy. Ash in rear garden - remove due to ash dieback 4 Lancaster Drive Upper Rissington Cheltenham Gloucestershire GL54 2QZ (cotswold.gov.uk)

- c. To consider any urgent planning applications received since publication of the agenda.

137/22 **Annual Governance Review:**

- a. To receive the internal audit report from 26th April 2022 and consider actions arising from the report.
- b. To consider and approve the Annual Governance Statement 2021/22 AGAR Part 3, Section 1) and authorise the Chairman of the meeting to sign the same.

138/22 **Accounts for Year Ended 31 March 2022:**

- a. To approve the Accounting Summary for the year ended 31 March 2022;
- b. To approve and sign the Accounting Statement 2021-22 (AGAR Part 3, Section 2) and authorise the Chairman of the meeting to sign the same;
- c. To approve publication of the unaudited accounts for 2021/22;
- d. To confirm the period for the exercise of public rights to inspect the accounts – proposed to take place between Tuesday 14th June 2022 and Monday 25th July 2022.

139/22 Finance:

- a. To record income received,
- b. To authorise transferring of funds from HSBC bank account to the Lloyds Bank account.
- c. To approve payments according to the payments list.

Payee	Date	Details	Total	Relevant/ minutes
VALDA Energy -DD	13-June	Gas/Elec V/Hall	£386.51	343/21
ReformIT -office 365 support contract – DD	13-June	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21
NEST pension – DD	13-June	Pension contribution	Personal	13/06/18-13
Divert Waste Ltd - DD	13-June	Empty V/Hall bin (6 weeks)	£43.87	083/22 b
BT - DD	13-June	V/Hall telephone 1 st quarter	£222.58	
Mrs V Boshier – staff	13-June	June salary	Personal	198/21
Mrs V Oliveri – staff	13-June	June salary	Personal	169/21
PATA (UK)	13-June	Payroll service 1 st quarter	£52.95	
HMRC	13-June	TAX/NI contributions 1 st quarter	Personal	
Viking	13-June	Stationary & V/Hall consumables	£213.40	
WODC	13-June	Playground inspections and grass cutting maintenance	£546.83	
PHS group	13-June	Nappy and sanitary disposal – annual charge	£498.95	267/21

- d. To receive bank reconciliations up to date.
- e. The PC to receive a report on expenditure against the budget.
- f. The PC to receive details of a Financial Advisor and advice received on investment funds suitable for the Parish Council to invest money. The PC to decide to open another bank account upon the information received.
- g. The PC to receive a list of Section 137 payments made in 2021/22.
- h. The PC to receive and approve the list Direct Debits & Standing Orders 2022/23.

140/22 PATA Payroll

The PC to confirm authorisation for PATA Payroll to continue processing the payroll automatically each month.

141/22 Recreation Inspection

The PC to receive the monthly recreation equipment inspection undertaken by WODC.

142/22 Public Open Space

- a. To receive an updated snagging list with Vistry's comments.
- b. To receive an update on the allotments and tennis courts.
- c. To agree to share the three quotations for the five year maintenance programme for the POS with Martin Perks, CDC.

143/22 Council and/or Staff subscriptions to other bodies

- a. The PC to review Council and/or staff subscriptions to other bodies.
- b. The PC to receive information on GRCC and SLCC membership.

144/22 Freedom of Information and Data Protection Policy

The PC to receive and adopt the URPC Freedom of Information Policy 2022.

145/22 Annual Review of Risk Assessment

The PC to receive and approve a revised Risk Assessment and consider actions arising.

146/22 Asset Register

The PC to receive and approve a revised Asset Register for 2022/23.

147/22 URPC website

The PC to receive a report on planned developments for the URPC website developments.

148/22 Village Hall

- a. To receive a report on the income and expenditure of the Village Hall from May 2021 to 31st April 2022.
- b. The PC to receive a letter from the Village Hall cleaner and the PC to decide on increasing the weekly working hours and to discuss and decide on awarding a pay increase.

149/22 Stall at Village Hall Fete

The PC to confirm holding a stall at the Village Fete on Saturday 2nd July 2022 and to agree who would manage the stall.

150/22 Footpath/cycle path

To receive initial details of a proposed plan to develop a footpath/cycle path between Upper Rissington & the Merrymouth Inn and a second footpath/cycle path between Upper Rissington and Great Rissington.

151/22 Co-option of Councillors

The PC to agree a date for the next co-option process.

152/22 Date and Time of Next Meeting: Monday 11th July 2022, 7:00 pm.

Anyone can film, record, broadcast, take photographs, and use social media to report on the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.